Gold Sneaker Initiative Certification User Guide

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Important Information

If you have any questions about the Gold Sneaker Initiative or application, please call or email Yvette Mack, PhD at (615) 741-0315 / Yvette.Mack@tn.gov

March 2020

Introduction

The Gold Sneaker Initiative enhances policy related to health and wellness within licensed childcare providers in Tennessee. Gold Sneaker consists of 7 policies which deal with physical activity, nutrition and a tobacco-free campus. Participation in Gold Sneaker is voluntary and is no cost to the childcare provider. Childcare programs that implement the policies will earn a Gold Sneaker award and are certified a 'Gold Sneaker' child care provider. Training is available online or in person in certain counties, for which 2 hours of continuing education is awarded and recognized by the Department of Human Services.

Effective July 30, 2018, child care providers seeking the 3-star level in the Child Health and Well-Being component are required to be Gold Sneaker certified and implement Gold Sneaker policies.

A Gold Sneaker certified childcare provider will receive the below.
- A toolkit, with $200 worth of physical activity and nutrition resources (see sample photo below)
- A resource package with educational material

Please allow up to 1 month to receive your Gold Sneaker items.

Gold Sneaker Toolkit

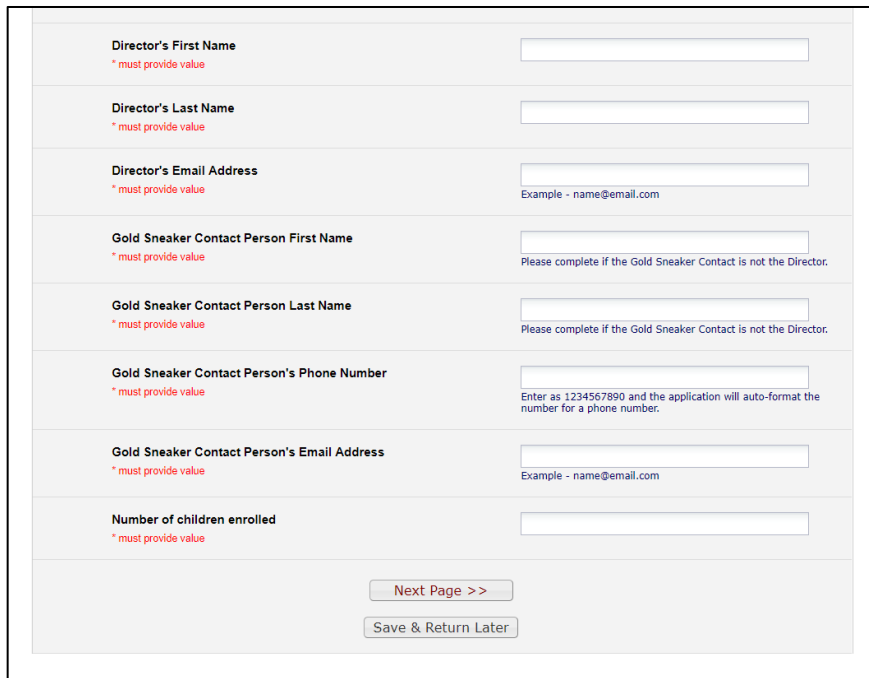# Applying for Gold Sneaker Certification

Gold Sneaker Application

1. Click on the URL - https://tdhrc.health.tn.gov/redcap/surveys/?s=HJFNMRLETC.

2. When the URL is clicked, the Gold Sneaker Application will display.

3. The fields that are required to be entered are marked as "*must provide value*".

4. Enter your Federal Employer Identification Number (FEIN) and Extension.

5. The Application Date will default to the current date.

6. Enter your childcare provider's name in the Provider Name field.

7. Select the county in which your childcare provider resides from the Provider County field.

8. Enter your childcare provider's street address in the Provider Street Address field.

9. Enter the city in which your childcare provider resides in the Provider City field.

10. The Provider State will default to TN.

11. Enter the zip code in which your childcare provider resides in the Provider Zip field.

12. Enter your childcare provider's phone number in the Provider Phone Number field. You will be able to enter the phone number's area code and number without including parentheses or dashes and the system will format the phone number correctly.

13. Enter your childcare provider's FAX number if available.

14. Enter the childcare provider's Director's First and Last Name.

15. Enter the childcare provider's Director's email address.

16. If the Gold Sneaker Contact Person will not be the childcare provider's director, enter the first and last name, phone number, and email address for the childcare provider's Gold Sneaker Contact person.

17. Enter the number of children enrolled in the childcare provider.

18. When you have completed the fields on the first page, click on the Next Page
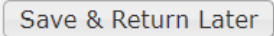 button to continue.

Save & Return

19. You will also be able to save the data you have entered so far and return later to complete the application using the Save & Return Later button.

20. When the Save & Return Later button is pressed, a message box will display with a unique Return Code for you. A page will display with instructions on how to use the Return Code.

21. IMPORTANT! Be sure to write down the Return Code. You will be able to enter your email address and have the link to the Gold Sneaker Application sent to you, but the Return Code is NOT included in the email with the link.

22. You will also be able to return from the Save & Return Later instruction page to the Gold Sneaker application by clicking the Continue Survey Now [Continue Survey Now] button.

23. If you entered your email address to have the system send you the Gold Sneaker application link, you will receive the below email.
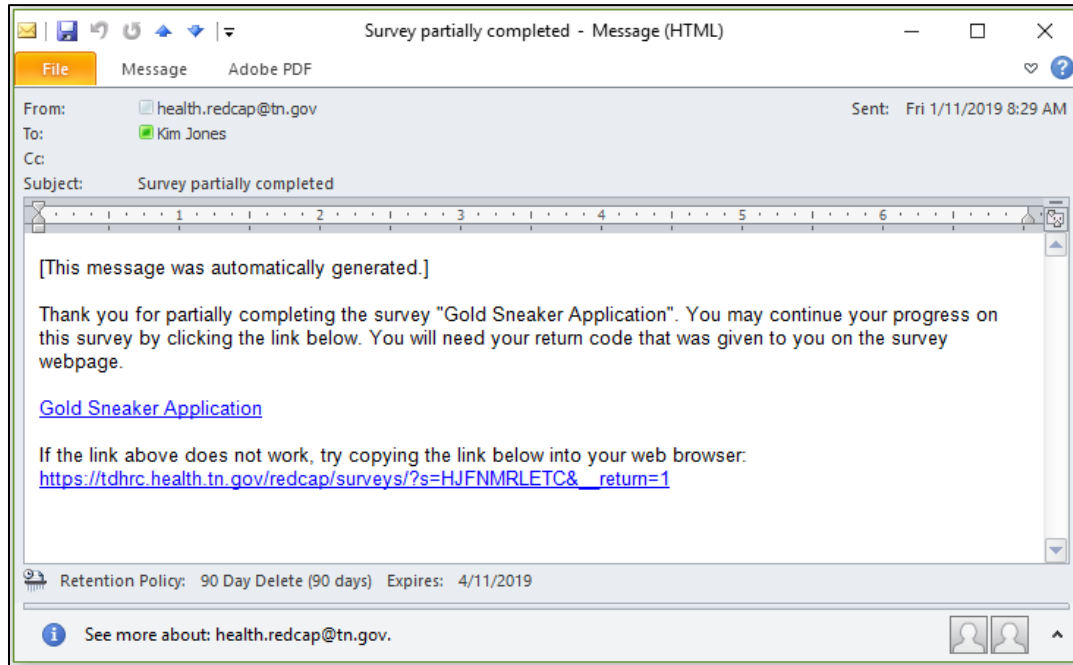
24. When you click on the Gold Sneaker application link from the email, the below page will display.

25. Enter the Return Code in the field provided and click on the Submit your Return Code [Submit your Return Code] button. You will return to the Gold Sneaker application with the information you entered previously saved. You will be able to continue filling out the application from the point you left.

TAKE NOTE! If you are not able to remember your Save & Return Code, please call or email Yvette Mack at 615-741-0315 / Yvette.Mack@tn.gov. Your Save & Return can be looked up, so you will be able to return to the application you started.

26. When you have completed the fields on the first page, click on the Next Page
    | Next Page >> | button to continue.

Infant Feeding Plan and Schedule

27. The second page of the Gold Sneaker application is the Infants Feeding Plan and Schedule.

28. If your childcare provider does NOT care for infants 12 months of age or younger, you will click No for the question and click on the Next Page button to continue with the application.

29. If your childcare provider DOES care for infants 12 months of age or younger, click Yes.

30. When Yes is selected, two fields will display.

31. You will be able to download and fill out an Infant Feeding Plan and Schedule template and fill it out. Once complete, upload a copy of the plan using the Upload document field. You may select one infant and provide information from that infant's meals throughout the day.

32. If your childcare provider has its own Infant Feeding Plan and Schedule, you can upload a copy using the Upload document field link.

33. When the Upload document link is clicked, an Upload document dialog box will display.

34. Select the file you wish to upload by clicking the Choose File [Choose File] button.

35. When the Choose File button is pressed, an Open dialog box will display allowing you to select the file you wish to upload.
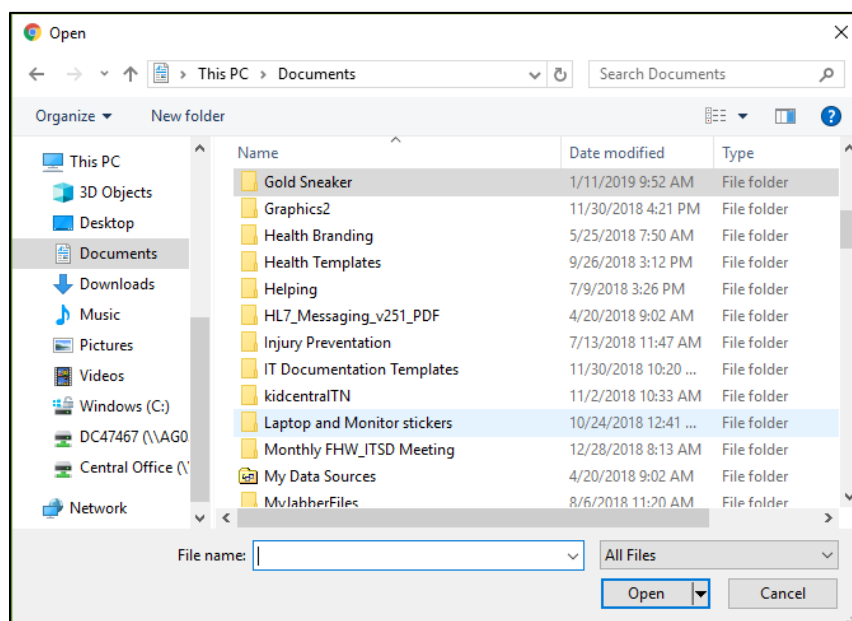

36. Once you have selected the file, click the Open [Open] button.

37. You will see the link to the file on the screen.

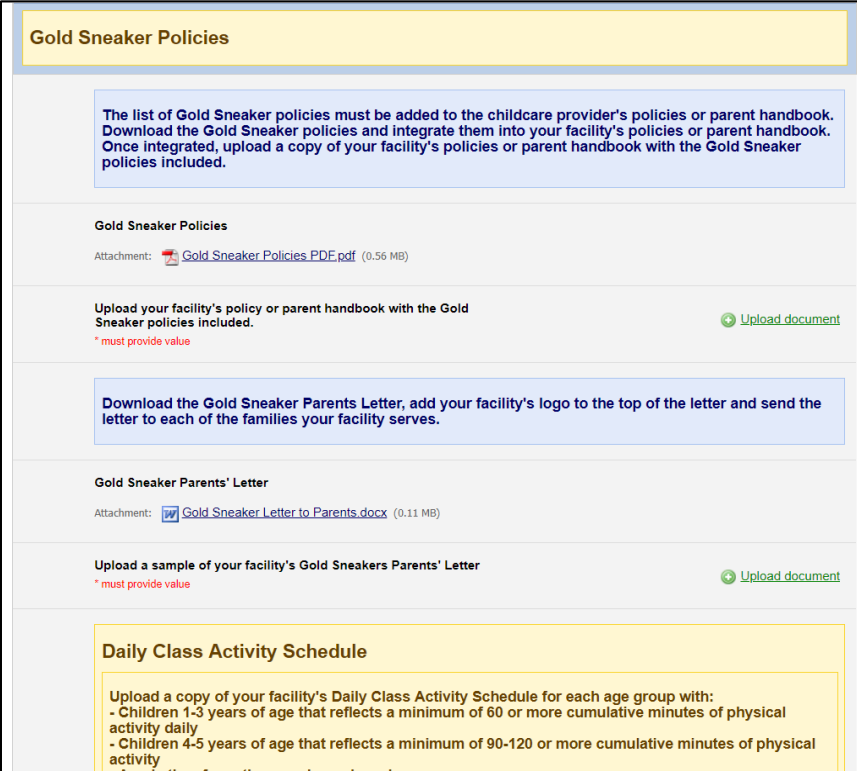38. Click on the Next Page ⟨ Next Page >> ⟩ button to continue with the Gold Sneaker application.

Gold Sneaker Policies

39. The third page of the Gold Sneaker application is the Gold Sneaker Policies and the Daily Class Activity Schedule page.

40. The top section is the Gold Sneaker Policies.

41. Download the Gold Sneaker policies and integrate the policies into your childcare provider's policies and/or parents' handbook.

42. You will then upload a copy of your childcare provider's policies or parents' handbook with the Gold Sneaker policies included using the Upload document field.

43. You will also be required to send the families you serve the Gold Sneaker Parents Letter. Download the letter and include your childcare provider's logo and/or the childcare provider's name and address at the top.

44. Upload a copy of the parents' letter that was sent using the Upload document field.

Daily Class Activity Schedule

45. The bottom section of the page is the Daily Class Activity Schedule.

Daily Class Activity Schedule

Upload a copy of your facility's Daily Class Activity Schedule for each age group with:
- Children 1-3 years of age that reflects a minimum of 60 or more cumulative minutes of physical activity daily
- Children 4-5 years of age that reflects a minimum of 90-120 or more cumulative minutes of physical activity
- Ample time for eating snacks and meals

Enter the number of Daily Activity Schedules you need to upload and press the Tab key. That number of upload fields will display.

How many Daily Class Activity Schedules would you like to upload?
* must provide value

[<< Previous Page]   [Next Page >>]

[Save & Return Later]

46. Enter the number of Daily Class Activity Schedule(s) you wish to upload and press the Tab key. You will be able to enter up to 4 schedules.

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47. Upload the Daily Class Activity Schedule(s) you have using the Upload document fields.

Daily Class Activity Schedule

Upload a copy of your facility's Daily Class Activity Schedule for each age group with:
- Children 1-3 years of age that reflects a minimum of 60 or more cumulative minutes of physical activity daily
- Children 4-5 years of age that reflects a minimum of 90-120 or more cumulative minutes of physical activity
- Ample time for eating snacks and meals

Enter the number of Daily Activity Schedules you need to upload and press the Tab key. That number of upload fields will display.

How many Daily Class Activity Schedules would you like to upload?
* must provide value

3

Upload a copy of the facility's Daily Class Activity Schedule
* must provide value
⊕ Upload document

Upload copy of the facility's Daily Class Activity Schedule
* must provide value
⊕ Upload document

Upload a copy of the facility's Daily Class Activity Schedule
* must provide value
⊕ Upload document

<< Previous Page   Next Page >>

Save & Return Later

Employee Training Information

48. The fourth and last page of the application is the Employee Training Information section.

49. Download the Employee Training Information spreadsheet and fill it out for your childcare provider's directors, assistant directors, and educators/teachers that have completed the Gold Sneaker training.

50. Once you have the spreadsheet filled out, upload it using the Upload document field.

Gold Sneaker Application Signature Section

51. The bottom section of the last page is the Signature section.

Gold Sneaker Initiative

I am committed to the implementation and promotion of the Gold Sneaker Initiative in my child care facility. I pledge to follow the nutrition, physical activity, and tobacco-free policies each day for the health and well-being of the children in my care.
I agree to be responsive to any forthcoming evaluations from Gold Sneaker.

Provider Signature ⊕ Add signature

Signatory's Title
* must provide value

Signature Date
* must provide value   Today   M-D-Y

<< Previous Page   Submit

Save & Return Later

52. You will be able to sign the application using the Add signature link. Click on the Add signature link and the Add signature dialog box will display.

53. You will be able to sign using your mouse or if you are filling out the application on a tablet, with a stylus or your finger.

Add signature

Provider Signature
(gs_prov_sign)

SIGN HERE

Save signature   reset

54. The Reset link will allow you to erase the signature and try again if needed.

55. Once you have signed, click on the Save signature [Save signature] button. Your signature will be saved and will display on the page.

56. Enter the Signatory's Title and the Signature Date.

Gold Sneaker Initiative

I am committed to the implementation and promotion of the Gold Sneaker Initiative in my child care facility. I pledge to follow the nutrition, physical activity, and tobacco-free policies each day for the health and well-being of the children in my care.
I agree to be responsive to any forthcoming evaluations from Gold Sneaker.

Provider Signature

signature_2019-01-11_1300.png (0.01 MB)
Remove file

Signatory's Title
* must provide value
Director

Signature Date
* must provide value
01-11-2019   Today   M-D-Y

<< Previous Page   Submit
Save & Return Later

57. You will be able to use the Previous Page [<< Previous Page] button to review your application before submitting.

58. Once you have completed and reviewed the application, you will click on the Submit button to submit your application.

59. Please allow up to 1 month to receive your Gold Sneaker toolkit and resource package.

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